

Office/Finance Manager

Organization: Cooperative Light & Power

Date Posted:

Date Needed: September 20, 2021

City: Two Harbors, Minnesota

Primary Category: Accounting

Type of Position: Full Time

Description & Details:

Job Summary: As the primary accountant and human resources person, the Office/Finance Manager performs a variety of accounting and financial functions for the Cooperative including but not limited to:

- Oversee all the financial activities of the Cooperative, including the budget and financial statement and preparation, and conducts an ongoing financial analysis.
- Maintain good cash management of general funds to ensure prompt payment of legal obligations.
- Responsible for annual financial audit and filing all tax returns.
- Administering all functions of Human Resources including employee benefits, workers' compensation, health insurance plan, etc.
- Perform special projects and studies.
- Oversee office personnel.
- Address members' issues and requests in a professional manner.
- Attend functions as a representative of the Cooperative.
- Assist General Manager in preparation of monthly board meeting materials and special reports as requested.
- Delegate authority to department personnel while retaining full responsibility. Determines employee attitudes on organizational goals and motivates department personnel toward the accomplishment of those goals.
- Collaborate with affiliated organizations.
- Participate in updates and development of viewpoints, objectives, policies, and operating procedures in coordination with the General Manager and assist with interpretation of clarification.

Knowledge, Skills, and Abilities: CPA and/or degree in Accounting or Business; or an equivalent combination of education, experience, and training may be accepted. Knowledge of RUS Accounting procedures preferred. Five years of management/supervisory experience

preferred. Knowledge of the principles and practices of non-profit accounting and financial activities. Ability to follow both verbal and written instructions. Knowledge of general office principles, practices, and procedures. Ability to communicate effectively with all levels of staff. Ability to meet established deadlines. Ability to travel to conferences, seminars, training, etc. Knowledge and proficiency in the use of Microsoft Office software. Required to complete Rural Utility Services (RUS) Accounting Course within 1 year of start date.

Must be able to multi-task and pay close attention to details, maintain accurate records, work well in a team environment and independently. An understanding of electric cooperatives, Minnesota workers compensation laws, and health insurance preferred.

Cooperative Light & Power is an Equal Opportunity Employer and has a generous NRECA defined benefit pension plan, in addition to a 401-k savings plan. The Cooperative also has excellent medical and insurance plans. Salary is commensurate with qualifications and experience.

How to Apply/ Contact: Submit resumes to Cooperative Light & Power, PO Box 69, Two Harbors, MN 55616, or email to susies@clpower.com.

Cooperative Light & Power is a member-owned electric cooperative headquartered in Two Harbors, Minnesota, with 1,013 miles of distribution line serving 6,332 members in Lake County and St Louis County in Northeastern Minnesota has a job opening for the Office/Finance Manager of the Cooperative.